

PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer TSgt Alan D. Scott				Office Symbol RSOCM		Series Number 702		Signature of Action Officer		Effective Date 24 FEB 03	
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date
1	RSOC/ CCU	Coord	RSOC CCU	5				9			
2	RSO CCU	Appr Coord	RSO CCU/ _____	6				10			
3	RSOPA	X-MIT	_____	7				11			
4				8				12			

FROM: HQ AFRS/RSO

SUBJECT: Elimination of AETC Form 1402

TO: All AFRS OA Personnel

1. This message provides guidance for the elimination of the AETC Form 1402 and procedures for utilization forms.
2. Historically, the dates provided to recruiters for inclusion on this form have been incorrect; forcing AFIT personnel to re-contact the medical schools to verify eligibility dates for HPSP applicants. Additionally, elimination of cost categorization after FY 1999 made tuition and insurance costs unnecessary.
3. Through a coordinated effort with AFIT/CIMJ, ARPC/SG, AFPC/DPAME and AFRS/RSOC, the AETC Form 1402 will immediately be replaced in all applications for HPSP applicants (MC, DC, NC, BSC). Instead of the 1402, the following forms or documents will be used, as each program requires...
 - a. MC HPSP 3-year applications – a letter from the Dean of Student Affairs, Dean of Admissions, or Registrar will be included in the application. This letter will indicate that the applicant is a student of that school, the program in which they are enrolled, the date they began, and the anticipated date of graduation.
 - b. MC HPSP 4-year applications – a certified copy of the applicant's acceptance letter from the medical school will be included in the application.
 - c. DC HPSP 1, 2, and 3-year applications – a letter from the Dean of Student Affairs, Dean of Admissions, or Registrar will be included in the application. This letter will indicate that the applicant is a student of that school, the program in which they are enrolled, the date they began, and the anticipated date of graduation.
 - d. NC HPSP (CRNA) applications – a letter from the Dean of Student Affairs, Dean of Admissions, or Registrar will be included in the application. This letter will indicate that the applicant is a student of that school, the program in which they are enrolled, the date they began, and the anticipated date of graduation.
 - e. BSC HPSP applications – a letter from the Dean of Student Affairs, Dean of Admissions, or Registrar will be included in the application. This letter will indicate that the applicant is a student of that school, the program in which they are enrolled, the date they began, and the anticipated date of graduation.
4. If you have any questions concerning this PGM, please contact HQ AFRS/RSOCM through your appropriate chain of command.

FOR THE COMMANDER

//////////SIGNED//////////

DWAYNE L. HAFER, Colonel, USAF
Chief, Operations Division